



# READY ... AIM ... FILE!

Have you ever foregone tax deductions because you couldn't find the receipts to back them up? Or lost sleep over misplaced documents? To minimize stress during tax season, spend time well in advance of the filing deadline preparing to file.

## TO GET STARTED:

- Review previous years' tax returns, as well as your checkbook and bank statements, to refresh your memory about possible deductions.
- Pull together all the information you need, such as:
  - Social security numbers (Keep in mind that you must have a child's SSN to claim him or her as a dependent, even if your baby was born near the end of the tax year.)
  - Income documentation (W-2s, 1099s, interest statements, dividend statements, etc.)
  - Medical receipts
  - A list of tax-deductible donations, with receipts whenever possible
  - Real estate information, including mortgage interest statements, closing statements and tax assessments
  - Childcare expenses and providers' Employee Identification Numbers (EINs) Records of interest paid on student loans and other loans
  - Your previous year's tax return and any records of advance tax payments

For a more detailed checklist, visit Intuit's TurboTax website

([http://turbotax.intuit.com/tax\\_help/income\\_tax\\_preparation\\_checklist\\_turbotax/article](http://turbotax.intuit.com/tax_help/income_tax_preparation_checklist_turbotax/article)).

## Filing Deadline for 2006 Federal Taxes:

**Tuesday, April 17, 2007**

### Why April 17?

The IRS extended the filing deadline because April 15 falls on a Sunday in 2007, and Monday, April 16 is Emancipation Day, a legal holiday in the District of Columbia.

## HOW WILL YOU FILE?

You'll need the above information whether you file electronically, by mail or through an accountant or tax preparation service. The more complex your financial situation, the more likely you are to want assistance. CPAs, after all, are experts in ever-changing tax law and can help you get all the deductions and tax benefits to which you are entitled.

But popular electronic filing software (such as TurboTax) is pretty smart, too. It is updated annually to reflect tax law changes and contains "deduction finders," "error checks" and other helpful features. And if your adjusted gross income is \$52,000 or less, you are probably eligible for Free File, a free federal tax preparation and electronic filing program you can access through the IRS website ([www.irs.gov](http://www.irs.gov)).

However you plan to file, don't save it for the last minute. Get started early and you'll have time to find missing information or resolve problems if you run into a snag (or if your tax preparer uncovers anything problematic).

## FOR NEXT YEAR

Once your taxes are filed, think about how you could be better prepared next year, saving yourself time, avoiding stress, or saving money by doing a more thorough job itemizing deductions. Set up a simple filing system for next year now, and make a habit of saving and filing receipts for medical expenses, charitable donations, business expenses and other potential deductions.

*This article is for informational and self-help purposes only. It should not be treated as a substitute for professional financial or tax advice, or as a substitute for consultation with a qualified professional.*

## **TAX TROUBLES GETTING YOU DOWN? GET FREE PERSONAL TAX ADVICE THROUGH YOUR EAP!**

MHN can refer you to a CPA (Certified Public Accountant) or EA (Enrolled Agent) who can help you with federal tax problems, including:

- IRS audits
- Capital gains, estate tax and inheritance tax
- Unpaid, unfiled and past due federal and state tax returns
- Other IRS issues that you are unable to resolve

**For more information, call:**

**(866) EAP-4SOC**

**(866) 327-4627**

**TDD callers, please dial (800) 327-0801**

This service is not a tax preparation or filing service, and free tax consultation is limited to a 30-minute session. Benefits may vary depending on your eligibility and employment type; call the number above or your benefits administrator for details.